

SKILL ASSOCIATION MAINTENANCE SCREEN (DPLB09)

The SKILL ASSOCIATION MAINTENANCE SCREEN shows the associations between two Skill Codes. When an Initial and an Associated Skill are added to this screen by the Training Office, the System will realize that an Association exists between them. When a Skill Code is added to an employee's record through the Employee Skills process, the SKILL ASSOCIATION SCREEN will be automatically checked to see if an association exists. This screen is tied directly to the Skill Area Table. A Skill must exist on the Skill Area Table to be added to the Skill Association screen. This screen may be updated by the Training Office or Central Maintenance Activity (CMA) only. This screen is available for inquiry through the Inquiry Menu.

The screenshot shows a terminal window titled "TNVT - blue, to host 131.64.244.1". The window contains a menu with options: replace, find, zoom, and a search bar. Below the menu, the screen displays the following text:

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DATE: 98/10/27    SKILL ASSOCIATION SCREEN INPUT/INQUIRY    dplb09
TIME: 08:11      DATA MAY BE SUBJECT TO THE PRIVACY ACT OF 1974    V=01

SKILL
AREA CODE  DESCRIPTION    ASSOC. SKILL
AREA CODE  DESCRIPTION

[Redacted]

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Below the table, a prompt reads: "Please enter the Skill Area code." At the bottom of the screen, a status bar shows function keys: F1-Prv Form, F2-Nxt Form, F3-Find, F5-Fld Help, and F10-More Key. The bottom right corner of the window displays the time "TT 08:12:23".

This screen can be accessed by selecting the SKILL ASSOCIATION MAINTENANCE SCREEN from the Training Office Menu.

ZOOM FUNCTIONS AVAILABLE:

- From the Skill Area Code field to the SKILL AREA TABLE.
- From the Associated Skill Area Code field to the SKILL AREA TABLE.

ADDING RECORDS TO THE SKILL ASSOCIATION SCREEN:

- Must be in Find mode (press F13, CLR-FIND).

- b. Input the Initial Skill Code you want to add, or ZOOM (F20) to the Skill Area Table and bring a Skill back (F1). If ZOOM, the system will prompt with, 'IS THIS AN ASSOCIATED SKILL AREA CODE?'. If 'Yes', the Skill is added to the Associated Skill Code field. If 'No', the Skill is added to the Initial Skill Code field.
- c. Press enter and the Description will display automatically and the system will automatically change to Update mode.
- d. Input the Associated Skill Code, or ZOOM (F20) to the Skill Area Table and bring a Skill back (F1). If ZOOM, the system will prompt with, 'IS THIS AN ASSOCIATED SKILL AREA CODE?'. If 'Yes', the Skill is added to the Associated Skill Code field. If 'No', the Skill is added to the Initial Skill Code field.
- e. Press F9 to save the record.
- f. To add another record, Press F13, CLR-FIND and start with step 1. again.

CHANGING A RECORD ON THE SKILL ASSOCIATION SCREEN:

- a. Must be in the Find mode (press F13, CLR-FIND).
- b. Input the Initial or Associated Skill Code that you are looking to change, and press Find (F3).
- c. Type over the Associated Skill Code with the new Skill Code and press F9 to save the changed record.

NOTE: Only the Associated Skill Code can be changed or deleted.

- d. Or, you can delete the record by spacing over the Associated Skill Code, typing in a new record, and then following the steps above.
- e. To change another Skill Association record, press the F13 (CLR-FIND) and follow the above steps.

DELETING A RECORD ON THE SKILL ASSOCIATION SCREEN:

- a. Must be in the Find mode (press F13, CLR-FIND).
- b. Input the Initial or Associated Skill Code that you are looking for and press Find (F3).
- c. Use the enter/return key to go to the Associated Skill Code field and space over the Skill Code (using the Space Bar).

- d. Press F9 to save the deleted record.
- e. To delete another record, press F13 (CLR-FIND) and follow above steps.

NOTE: The initial Skill cannot be deleted because this screen is tied directly to the Skill Area Table. If a Skill is deleted from this screen, it is also deleted from the Skill Area Table.

SKILL ASSOCIATION RECORDS TIED TO THE EMPLOYEE SKILLS PROCESS:

When a Skill is added to an employee's record, through the Employee Skills process, the system will always check for Associated Skills. (For example, when Environmental Skill 'E30' is assigned to an employee, the system will check the Skill Association screen and see that Skill 'E30I' is associated.) When the system finds an association, the message 'Skill ***** is associated with this Skill, should it be added?' or 'no' depending on if they want this Skill to also be part of the employee's Skill record.

TO SEARCH FOR RECORDS ON THIS SCREEN:

- a. In order to see all Skill Area Codes that exist on the Skill Area Table to see if they have an Association, press Find (F3) while in the Find Mode (F13, CLR-FIND).
- b. A search can be done by Description, or a portion of the Description and '*', by inputting the information and then pressing Find (F3).
- c. To view only the Associated Skill records, use the enter/return key to go the Associated Skill Area Code field. Input a '>(space)' and then press Find (F3). Only the Associated records will display.